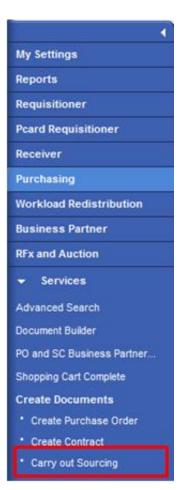
Locating an SAP Requisition (PDP) in Carry out Sourcing

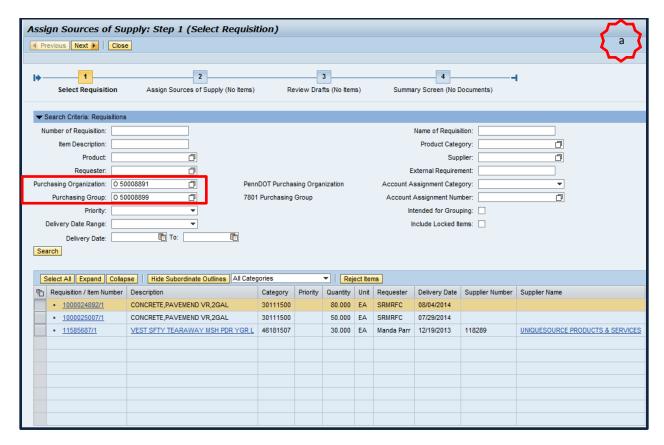
This procedures describes locating an inventory requisition created in SAP that was automatically pushed into SRM, these are known as Plan Driven Procurement (PDP). You are not able to locate the requisition by entering the SRM Requisition number. This end-user procedure will describe several ways that you can locate the requisition.

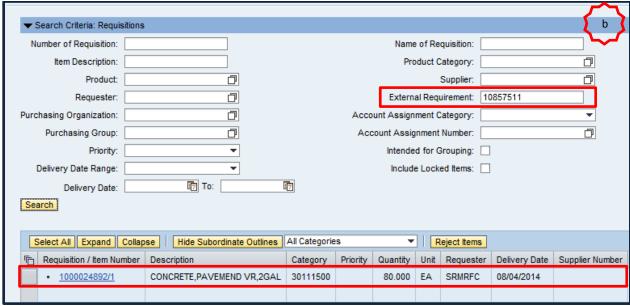
All Requisitions start with the number 1, so the only way to decipher the requisition is by the number of digits. SAP Requisitions will contain ten (10) digits, while SRM Requisitions will only contain eight (8) digits. Remember that they all will have the /1 or /2 and so on to represent the line items.

- 1. Select Purchasing from the left navigation pane
 - a. Under Create Documents, select Carry out Sourcing



- 2. The Carry out Sourcing screen display
 - a. Enter the Purchasing Organization and the Central Purchasing Group (See first screenshot)
 - b. Or, enter the External Shopping Cart (SAP Requisition Number) (See second screenshot)





3. Once you have located your requisition you can follow the instructions for Sourcing a Requirement – Generate a Purchase Order or an RFx